



REQUEST FOR PROPOSAL

City of Monroe 2015 Comprehensive Plan Update and Environmental Impact Statement

April 25, 2013

INTRODUCTION

The City of Monroe seeks qualified proposals from multidisciplinary consulting firms in the development of the 2015 Comprehensive Plan Update and associated Environmental Impact Statement (EIS). A copy of the 2005 Comprehensive Plan and associated documents may be downloaded in PDF format at the City's website: www.monroewa.gov/compplan.

The 2005 Comprehensive Plan was followed with adoption of the Shoreline Master Program (2008), Transportation Plan (2007 and 2011 Amendment), Parks, Recreation and Open Space Plan (2008) and various other amendments.

CONSULTANT SELECTION

The selection process will include review of proposals, preparation of a short list and interviews. It is the City's desire to select a Consultant, complete contract negotiations and award a contract as follows:

April 25, 2013	Publish and post Request for Proposal
May 23, 2013	Proposals Due
May 31, 2013	Shortlist for Interviews
June 20, 2013	Interviews
June 21, 2013	Select Finalist
July 11, 2013	Final Plan Scope and Contract Negotiations Completed
July 16, 2016	Council Authorizes Contract

The City invites you to submit a Proposal no later than Thursday, May 23, 2013 4:30 p.m. Proposals will be accepted at Monroe City Hall, 806 West Main Street, Monroe, WA 98272.

BACKGROUND

The City of Monroe is located in southeastern Snohomish County, approximately 15 miles southeast of Everett along U.S. Highway 2, and 30 miles northeast of Seattle along State Route 522. Monroe is nestled in the Skykomish River valley at the western fringe of the Cascade Mountain foothills. The City limits encompass 3,944 acres, and the Urban Growth Area consists of an additional 950 acres, for a total of 4,894 acres as of June 2001. Per the 2010 Census, the population of the City is 17,304, including 2,448 inmates at the Monroe Correctional Complex.

The Skykomish River borders the City on the south. Woods Creek essentially forms the eastern border of the City, with a small area of the City south and east of the creek. The majority of the city's businesses are located along the US Highway 2 (US-2) commercial corridor, the downtown area, the Monroe Valley industrial complex, and in developing areas north of US-2.

CONSULTANT QUALIFICATIONS

Qualified Consultants will have experience in a variety of public outreach programs, facilitation of public meetings, compilation of information from varying sources (including GIS), and preparation and revision of Comprehensive Plans. Additionally, the Consultant will have experience preparing draft and final environmental impact statements. Finally, the Consultant will have familiarity with the Washington State Growth Management Act, the Shoreline Management Act, the Washington State Environmental Protection Act and their implementation, and familiarity with regional (PSRC/Multicounty) and Snohomish Countywide planning goals and policies.

PLAN SCOPE AND ELEMENTS

The following outlines expectations of the 2015 Comprehensive Plan Amendment and associated EIS. The project has a varied scope that will require Consultant expertise in multiple areas. The scope of work will vary depending on the element as outlined in specific tasks. The proposal addressing the items below welcomes individual firms or a team of firms consisting of a prime Consultant with sub-consultants, hereinafter referred to as the Consultant.

The Comprehensive Plan Amendment will include full updates of the Transportation Plan and the Parks, Recreation and Open Space Plan.

General Considerations

The plan scope is generally based on the Department of Commerce Periodic Update Checklist for Cities (June 2011) and relevant RCW requirements as noted below.

Comprehensive Plan Framework

The scope of work to update the 2005 Comprehensive Plan will identify a vision statement, community issues and concerns, preferred growth alternatives, and population and employment. The scope will include goals, objectives, policy statements, guidelines, maps and graphics that will serve as a working framework for the development of future land use public policy. This framework will provide clear and predictable guidance to developers, stakeholders, and citizens. It will help maintain collaborative and respectful relationships within the community and surrounding neighbors, and establish policies and priorities for coordinated development/redevelopment and potential infrastructure expansion.

The Comprehensive Plan will provide quality residential growth for both new and infill development, opportunities for growing employment, supporting infrastructure and general improvements for the protection of the quality of life for the City of Monroe's residents and businesses. Residential, commercial and employment density, type, and location will be considered in conjunction with existing zoning, environmental conditions, remaining developable land, and existing and proposed infrastructure improvements. Required infrastructure improvements resulting from land use change associated with the Comprehensive Plan Update will be identified and documented for technical evaluation by the City.

The Comprehensive Plan must be developed with internal consistency of plan elements and external consistency with State plans and regulations and Snohomish County Countywide Planning Policies.

Environmental Analysis

The environmental impact statement (EIS) will aid in the planning efforts and decision-making for the 2015 Comprehensive Plan. The EIS will also serve as a building block for future environmental analysis within the City.

Specific Tasks:

Review and survey of existing planning area conditions.

1. Meet with City staff to review the scope of work and existing information.
2. Conduct site visits and inventory physical conditions.
3. Review previously completed planning documents for Critical Areas and Shoreline Master Plan Update (2008) and System Plans for transportation, stormwater, water, and sewer infrastructure.
4. Prepare an Existing Conditions Report (paper and electronic format).

Deliverables: Base map layers, sketched or outlined set of opportunities for infrastructure improvements and City actions to support 2015 Comprehensive Plan, Existing Conditions Report, Workshop handouts and presentation materials.

Specific Tasks:

Prepare Draft EIS.

1. Meet with City staff to brainstorm the preferred development concept.
2. Describe the proposal. Describe the adoption and implementation of the Comprehensive Plan.
3. Identify alternatives. Identify the no-action alternative and other alternatives developed as part of previous tasks.
4. Facilitate public outreach to review preferred alternative elements.
5. Prepare Determination of Significance/scoping notice, including a conceptual description of the proposal and topics to be addressed in the Draft EIS.
6. Conduct an EIS scoping session.
7. Conduct environmental analysis. Identify impacts and mitigation for each alternative. Participate in a review meeting with staff to review preliminary materials and set the direction for refinements in terms of impacts and mitigation measures. Major environmental elements likely to be studied include land use and aesthetics, transportation, stormwater management, and public services and utilities. Prepare a preliminary Draft EIS for internal review.
8. Complete the Draft EIS (City will publish and distribute).

9. Conduct a public hearing on the Draft EIS.
10. Prepare summary of public comments on Draft EIS.
11. Summarize any new infrastructure needs required to provide service to revised development and redevelopment densities or locations. Technical evaluation for any new infrastructure needs will be evaluated by the City and documented as a memorandum summarizing evaluation and any modifications to infrastructure System Plans.

Deliverables: DS/Scoping Notice, Description of Alternatives, Draft EIS, results of the public open house (paper and electronic format).

Specific Tasks:

Draft 2015 Comprehensive Plan and Final EIS

1. Meet with City staff to discuss updates needed to the project proposal, mitigation measures, and set the direction for the Final EIS. Prepare preliminary draft Final EIS for internal review.
2. Refine and publish Final EIS and 2015 Comprehensive Plan.

Deliverables: Final EIS, Updated 2015 Comprehensive Plan (paper and electronic format).

General Public Outreach

The Consultant will engage in various public outreach programs and information updates to the public through plan presentations, public hearings and workshops scheduled during the plan's development. The purpose of these meetings will be to present progress updates; to receive citizen, elected official and staff comments; and to present the final draft report and ancillary materials to the Planning Commission and City Council.

Specific Tasks:

Prepare a Public Participation Plan to define programs and methods for engaging the public, including the following:

1. Schedule showing key points in the process for public input, including all legislative actions.
2. Opportunities for public input and how they will be disseminated, including comment cards, web-based comments, and public workshops.
3. Process for managing and incorporating input from public comments.
4. Methods to relate public input to the regional growth alternatives, population projections, economic projections, land supply methodology, land demand methodology, and land monitoring methodology.
5. Means by which notices will be broadly and effectively disseminated.

Formal and informal presentations will include, but not be limited to the following:

6. General workshops for the citizens and property owners (4-6)
7. Informal workshops/presentations to Planning Commission and City Council (8-12)
8. Formal Planning Commission public hearing (1-2)
9. Formal City Council public hearing (2-4)

Deliverables: Public Participation Plan (paper and electronic format); meetings will vary depending on associated task.

Community Visioning

A refined vision for the 2015 Comprehensive Plan will be crafted through a community involvement process. Such opportunities could include open houses and roundtable meetings workshops. The process will include review by the Planning Commission and approval by the City Council.

Based on public input, community values and vision statements will establish a clearer definition of the image and identity of the 2015 Comprehensive Plan. Visioning may result in character and identity cues carried through the elements of the plan that will define the preferred future for the City in 2035 and beyond.

Specific Tasks:

1. Prepare and document community vision and incorporate in to the 2015 Comprehensive Plan. As the first part of this process, the Consultant(s) will conduct a visioning process to identify community proposed changes to the 2005 Comprehensive Plan including future development and redevelopment density alternatives.

Deliverables: Provide draft copy for staff/public review and comment (paper and electronic format). Provide final draft (paper and electronic format).

2. As part of the process for the 2015 Comprehensive Plan, the City will hold Planning Commission and City Council study sessions to obtain policy direction regarding the extent of the changes.

Deliverables: Provide documentation to City Council and Planning Commission regarding the general extent of proposed changes.

Plan Elements

The proposed Comprehensive Plan shall be developed in accordance with the requirements of RCW 36.70A. The plan will contain an Introduction and nine Plan Elements:

1. Natural Resources
2. Land Use
3. Housing
4. Economic Development
5. Transportation
6. Utilities
7. Parks and Recreation
8. Capital Facilities
9. Shorelines

Land Use

The update will include review and analyze local conditions, the existing Comprehensive Plan land use map and text, population and employment growth forecasting provided by the City, and plans developed and utilized by the City of Monroe.

Specific Tasks:

1. Use information gathered from the public and staff to update the Land Use Element in compliance with RCW 36.70A.070 (1).
2. Prepare Existing Land Use Map and land use area calculations.

3. Review City's Future Land Use Map based on existing conditions, land use patterns, population and employment projections, community visions, goals and policies.
4. Review and incorporate the 2012 Buildable Lands Report land use capacity analysis that will direct growth and development within the City.
5. Review City's Urban Growth Area for needed expansion to accommodate population and employment forecasts.
6. Consider planning approaches that that promote physical activity and enhance public health.
7. Prepare land use alternatives using existing GIS data provided by the City. Provide suggested revisions to the Land Use Map to be discussed and analyzed by stakeholders and policy makers.

Deliverables: Provide draft copy for staff/public review and comment (paper and electronic). Provide final draft Land Use Element (paper and electronic format).

Housing

The update will include review and analyze the existing Comprehensive Plan Housing Element, review and incorporate the 2012 Housing Characteristics and Needs Report provided by the City, local conditions, population and employment growth forecasting provided by the City, and plans developed and utilized by the City of Monroe.

Specific Tasks:

1. Use information gathered from the public, staff and the Snohomish County 2012 Housing Needs and Characteristics Report to update the Housing Element in compliance with RCW 36.70A.070 (2).
2. Review needs for multifamily housing as standalone development and mixed use.
3. Address affordable housing requirements, opportunities and needs.
4. Analyze City's residential growth targets and capacity. Review residential growth forecasting provided by the City and work in conjunction with City to update GIS-based forecasting to reflect any land use and housing modifications.

Deliverables: Provide draft copy for staff/public review and comment (paper and electronic format). Provide comments and collaboration on revising growth forecast with respect to changes in development or redevelopment densities, and final draft Housing Element (paper and electronic format).

Economic Development

The update will include review and analyze local conditions, the existing Comprehensive Plan Economic Development Element, population and employment growth forecasting provided by the City, and plans developed and utilized by the City of Monroe. As a part of existing conditions analysis, the City is seeking a review of market conditions. Create a market overview identifying existing or emerging opportunities for the City of Monroe.

Specific Tasks:

1. Review and document local and regional market conditions and forecasts and summarize how they specifically apply to Monroe.
2. Consultant will hold 2 workshops with City Council related to economic development. The first meeting will be an education and scoping meeting to discuss realities of

economic development in a bedroom community. The second meeting will present recommendations for the plan policies and implementation goals.

3. Use information from the Land Use and Housing Elements to project consistency of planned growth with respect to future market conditions.
4. Use information gathered from the public and staff to update the Economic Development Element in compliance with RCW 36.70a.070(7).
5. Create an outline of the existing economic conditions in Monroe and surrounding areas.
6. Address Monroe's commercial and industrial development market factors.
7. Review and update employment and other development targets.

Deliverables: Provide draft copy for staff/public review and comment (paper and electronic format). Provide final draft Economic Development Element (paper and electronic format).

Transportation

The update will include review and analyze local conditions, the existing Comprehensive Plan Transportation Element, population and employment growth forecasting provided by the City, plans developed and utilized by the City of Monroe, and proposed changes to the Land Use, Housing, and Economic Development Elements.

The Plan will address all forms of transportation affecting the City of Monroe and its urban growth area (UGA), with an emphasis on vehicular traffic. The plan will include necessary data and analysis for transportation impact (in-lieu) fees and a recommended fee schedule. The Consultant will assist the city in the coordination of the project with the Washington State Department of Transportation (WSDOT).

Specific Tasks:

1. Use information gathered from the public and staff to update the Transportation Element in compliance with RCW 36.70a.070(6) and RCW 82.02.
2. Review existing conditions, future growth forecasts based on land use projections, existing City TIP and related plans to establish needs assessment..
3. Prepare travel forecast model based on 2013 base year and 2035 forecasts.
4. Define needs and opportunities and identify impacts on alternative transportation modes.
5. Prepare recommendations for improvements for all modes.
6. Develop planning level cost estimates for recommended improvements.
7. Identify and analyze funding sources for a six-year list of recommended transportation improvements.

Deliverables: Provide draft copy for staff/public review and comment (paper and electronic format). Provide final draft Transportation Element (paper and electronic format).

Utilities

The update will include review and analyze local conditions, the existing Comprehensive Plan Utilities Element, population and employment growth forecasting provided by the City, plans developed and utilized by the City of Monroe, and proposed changes to the Land Use, Housing, Economic Development Elements. City staff will provide information necessary to update the current system plans for water, sanitary sewer, and stormwater management system plans. The Consultant will provide assistance with changes necessary due to land use and housing element changes. The Consultant will also integrate the system plans into the Comprehensive Plan.

Specific Tasks:

1. Use information gathered from the public and staff to update the Utilities element in compliance with RCW 36.70a.070(7).
2. Integrate the system plans into the Comprehensive Plan.

Deliverables: Provide draft copy for staff/public review and comment. Provide final draft of the Utilities Element (paper and electronic format).

Parks and Recreation

The current Parks & Recreation Comprehensive Plan will be updated within the 2015 Comprehensive Plan Update to reflect changes that have occurred since its 2008 adoption. Since 2008, project priorities have changed, project costs have increased, and proposed financing strategies have changed. The update will address recreation demand, needs and services that are the foundation of city parks development, operations and maintenance.

The update will include review and analyze local conditions, the 2008 Comprehensive Plan Parks, Recreation and Open Space Plan, population and employment growth forecasting provided by the City, plans developed and utilized by the City of Monroe, and proposed changes to the Land Use, Housing, Economic Development, and Transportation Elements.

Specific Tasks:

1. Use information gathered from the public and staff to update the Parks, Recreation and Open Space Element in compliance with RCW 36.70a.070(8).
2. Update the facilities inventory and level of service standards in the 2008 plan as they apply to the current demographic profile and lifestyles of our resident population.
3. Update the community trails plan that provides linkages of neighborhoods and parks, schools, commercial areas, open space assets and regional trails.
4. Update the recreation activities menu and facilities development menu and provide an estimate of capital improvement costs and a capital facilities plan.
5. Update the operations and maintenance plan and determine staffing, equipment and maintenance functions and related costs to operate and maintain the City parks and recreation system.
6. Describe the master development plan in terms of park classification, size, options, facilities, character and locations within community and neighborhood recreation service areas.
7. Provide an estimate of Capital Improvement Costs and a Capital Facilities Plan.
8. Define funding options and an implementation program with actions necessary to implement the comprehensive plan on an incremental basis, including a revised estimate of park impact fees.

Deliverables: Provide draft copy for staff/public review and comment (paper and electronic format). Provide final draft Parks, Recreation and Open Space Element (paper and electronic format).

Capital Facilities

The update will include review and analyze local conditions, the existing Comprehensive Plan Capital Facilities Element, population and employment growth forecasting provided by the City, plans developed and utilized by the City of Monroe, and proposed changes to the Land Use, Housing, Economic Development, Transportation, Utilities, and Parks and Recreation Elements.

Specific Tasks:

1. Use information gathered from the public and staff to update the Capital Facilities Element in compliance with RCW 36.70a.070(3).

Deliverables: Provide draft copy for staff/public review and comment (paper and electronic format). Provide final draft Capital Facilities Element (paper and electronic format).

Shorelines

The update will include review and analyze local conditions, the existing Comprehensive Plan Shorelines Element, existing Shoreline Master Program, population and employment growth forecasting provided by the City, plans developed and utilized by the City of Monroe, and proposed changes to the Land Use, Housing, Economic Development, Transportation, Utilities, Parks and Recreation, and Capital Facilities Elements.

Specific Tasks:

1. Use information gathered from the public and staff to update the Shoreline Element in compliance with RCW 90.58.

Deliverables: Provide draft copy for staff/public review and comment (paper and electronic format). Provide final draft Shorelines Element (paper and electronic format).

PROJECT STRUCTURE AND PROCESS

City staff will play a proactive role in the management and processing of the 2015 Comprehensive Plan Update. The City Council, Planning Commission, and City staff are most familiar with the day-to-day issues faced by the City.

Specific aspects of the City involvement in the plan update, which are to be recognized in proposals, include the following:

1. City staff intends to work closely with the individuals or Consultant team selected to prepare the draft comprehensive plan to ensure that the Consultant is provided with a constant source of City input and the draft document evolves based upon the public outreach programs, Planning Commission recommendations and City Council policies. The Consultant will include time for meetings and work sessions with City staff every two weeks, or as directed by the Planning & Permitting Manager. The Consultant and City staff may agree to a longer time between sessions due to additional time needed to perform a task, but in any event, contact will be made by the Consultant to provide written progress updates at least once every two weeks.
2. The Consultant will be responsible for preparing major pieces of the comprehensive plan and environmental impact statements, which will be reviewed and “fine-tuned” by City staff (using Consultant team resources as necessary). Additionally, the Consultant will be responsible for the presentation of technical data and analysis to the Planning Commission and City Council and at all public workshops. Technical data associated with City infrastructure (roads, stormwater, water, and sewer) will be provided by the City for review and coordination by the Consultant, otherwise City staff intends to play a supporting role in the presentation of technical data.
3. Geographic Information System (GIS): Aside from the creation of individual GIS layers by the Consultant, the City will create and print all maps associated with the update. Staff will also provide GIS data documenting parcel by parcel attributes including current housing use, zoning, and other specific attributes including population analysis.

4. File Formats and Electronic File Coordination: The Native format for report documents will be MSWord with imbedded graphic files in JPG format. Final documents shall be provided in both MSWord and PDF format. The Consultant will setup and maintain a FTP site to coordinate electronic document transfer with the City.

EXISTING DOCUMENTATION

The following documents will be made available, in printed and/or pdf format to the Consultant:

- 2005-2025 Comprehensive Plan
- 1995 Draft and Final Environmental Impact Statement
- 2007 Transportation Plan & 2011 Amendment
- 2008 Parks, Recreation and Open Space Plan
- 2006 Annexation Plan
- 2007 Sanitary Sewer System Plan & 2011 Addendum
- 2008 Water System Plan & 2011 Addendum
- 2009 Stormwater System Plan & 2011 Addendum
- 2008 Shoreline Master Program
- 2004 Downtown Master Plan
- 2003 North Kelsey Development Plan
- 2011 Community Economic Analysis
- 2012 Snohomish County Buildable Lands Report
- 2012 Snohomish County Housing Needs and Characteristics Report
- 2006 Visitor/Tourism Assessment
- 2007 Destination Development Branding Plan
- Monroe Municipal Code

PHASING

The update will be conducted in three phases:

- Phase I (2013) Vision, survey, environmental scope for EIS
- Phase II (2014) Draft elements and complete draft EIS
- Phase III (June 2015) Finalize comprehensive plan amendments and complete final EIS

PROJECT BUDGET

The budget dollar amount is approximate and is dependent on the extent of tasks identified in the final scope of work of the executed contract.

Total Project Budget \$500,000; \$150,000 budgeted for Transportation Element; \$50,000 budgeted for Parks, Recreation and Open Space Element.

SUBMITTAL CONTENT REQUIREMENTS

Consultants are encouraged to submit concise and clear responses to the RFP. Proposal lengths exceeding maximum page limits will result in disqualification of proposals. All pages shall be 8.5 x 11 inch format. Provide ten bound copies and one pdf of the proposal. The following information will be required in each proposal:

1. Letter of Interest (1 page maximum): Indicate interest and availability to address plan/scope elements and current levels of general and professional liability insurance carried by the Consultant.

2. Project Approach (2 pages maximum): A brief description of the Consultant's philosophy, approach to the project, and value to the City.
3. Scope of Work (8 pages maximum): Describe approach to accomplish the plan/scope elements stated in the RFP and identify the methodology proposed. The Consultant is encouraged to include suggestions or supplemental tasks which may enhance the project or streamline the scope of work and improve cost effectiveness.
4. Schedule (2 pages maximum): Include a timeline showing the estimated length of time required for completion of the phases as described in the scope of work. Text may be provided to describe the schedule.
5. Cost Summary (1 page maximum): Provide a preliminary cost summary of the work to be completed.
6. Project Team (2 pages maximum): Identify the proposed team, including sub-consultants, general qualifications and experience.. Identify the project manager and principal contact who will be permanently assigned to the project (it is strongly preferred that they are one and the same person).
7. Relevant Experience (10 pages maximum): Describe Consultant experience in preparing plan/scope elements. Include at least three projects the Consultant has completed that are similar to the project described in the request. For each project, provide the following information:
 - Name and location of each project
 - Year completed
 - Name and contact information of each client and their project manager.
 - Elements of the project that are common to the plan/scope elements described in this request.
8. Project Team Resumes (provide appendix in proposal, one page resume per team member, no page limit): Include a paragraph for each key team member, years of experience, education, certifications, company affiliation, workplace location, and a brief list of individual project experience.

EVALUATION OF PROPOSALS

Each proposal will be evaluated and scored based upon the quality of response to each of the following criteria. The maximum number of points is 100.

1. Project Timeline/Schedule - 10 points maximum
Ability to meet the project timeline while meeting project goals.
2. Expertise - 25 points maximum
Qualifications of the members of the proposed team, including the responsibilities and skills of the each team member and the makeup of the team relative to the scope of the project; demonstration that the project team clearly understands the project's objectives and technical requirements; and familiarity with the City of Monroe Comprehensive Plan and process.
3. Experience - 25 points maximum
Experience and demonstrated success in performing work similar to that described in this request.
4. Thoroughness/Clarity of Proposal - 20 points
Thoroughness and clarity of the proposal.
5. Project Cost - 20
Thoroughness of the detailed estimate and overall project cost.

The City's selection committee will review all proposals based upon these criteria and will select finalists to be invited to make individual presentations.

SUBMISSION OF PROPOSAL

Consultants are encouraged to submit concise and clear proposals. Proposals of excessive length or complexity are discouraged. The documents shall have a minimum font size of 11 or greater.

Provide ten bound copies and one pdf of the proposal to the City of Monroe City Hall, 806 West Main Street, Monroe, WA 98272 no later than 4:30 p.m. on Thursday, May 23, 2013.

The City of Monroe will not pay any cost incurred by any Consultant resulting from preparation or submittal of a proposal in response to this RFP. The City reserves the right to modify or cancel in part, or in its entirety, this RFP.

The selection of Consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Monroe is an Equal Opportunity Employer.

QUESTIONS

For information or questions regarding this RFP, submit written requests to Paul Popelka, Planning & Permitting Manager, via e-mail at ppopelka@monroewa.gov. All questions and responses will be continually posted on the City's website at monroewa.gov/compplan. Requests will be accepted until May 20, 2013.